

REGISTERING A WISCONSIN USER ID THROUGH THE WEB ACCESS MANAGEMENT SYSTEM (WAMS)

The data and mapping portions of the Wisconsin Natural Heritage Inventory (NHI) Portal are part of a secure, password-protected website due to the sensitivity of the data. To access this data, you must have a Wisconsin User ID. You can obtain one through the Web Access Management System (WAMS) using the following directions. A Wisconsin User ID allows authorized individuals to access data on various State Internet applications. Do not share this ID/password with others. If you have a Wisconsin User ID, you may begin with Step 8.

STEP 1

You need an Internet connection and an email account to complete this process. Navigate to <https://on.wisconsin.gov/wimap/selfreg/WAMS.jsp> in your Internet browser.

STEP 2

Click the 'Self-Registration' link to request a Wisconsin User ID.

Wisconsin User ID

Web Access Management System (WAMS)

The State's Web Access Management System (WAMS) allows authorized individuals to access State Internet applications using the same means of identification for all State Web applications. For example, a citizen can use the same Wisconsin User ID and password to acquire overweight trucking permits and Emergency Medical Technician certification.

When access to information or services is restricted, to protect your privacy or the privacy of others, you will be asked to provide a Wisconsin User ID and password. Your Wisconsin User ID and password verifies your identity so that we can provide you with access to your information and services and prevent access by unauthorized individuals.

Please note that only certain types of information will be stored in your user profile, as described in the [User Acceptance Agreement](#). Your user profile will never collect or contain information about you, such as your driving history, tax information, unemployment compensation or vehicle registrations.



[Self-Registration](#) (Request a Wisconsin User ID and Password.)

STEP 3

Carefully read the **Overview** and **User Acceptance Agreement**.

STEP 4

Click the 'Accept' or 'Decline' button at the bottom of the page to acknowledge you have read the 'User Acceptance Agreement'. If you accept the agreement, you will be directed to the Self-Registration form. If you decline the agreement, you will not be allowed to use State Internet applications requiring a Wisconsin User ID, and you will be redirected to the State of Wisconsin portal.

When you request a Wisconsin User ID and password, a Wisconsin User ID to access State services or you will be sent to your browser and stored in you will be used to maintain session information, so enter your Wisconsin User ID and password with and/or services. Your privacy is best protected when you are done using applications that use sessions.

Accept

Decline

For assistance send an e-mail to the [Support Center](#)

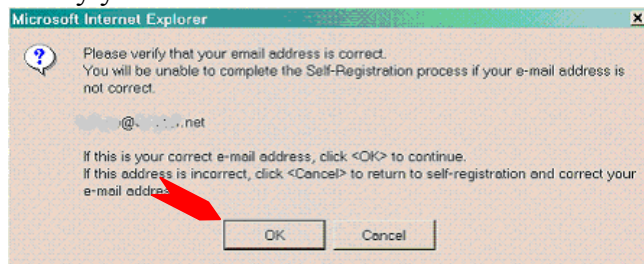
STEP 5

Complete the required fields on the Self-Registration form. Refer to the [User Acceptance Agreement](#) for an explanation of the State of Wisconsin's policies regarding the information collected and retained in the e-Business Directory.

Click the 'Submit' button when you are finished completing the form.

STEP 6

Verify your email address.



STEP 7

You should receive an email from WAMS@wisconsin.gov, usually within minutes of verifying your email address. Check the email account you provided during self-registration. The email directs you to click a link to continue the self-registration process. **Within 4 days of the self-registration process, you must enter your new Wisconsin User ID and password to activate your account.** The user ID and password are case sensitive.

Account Activation - Final Step

Please log in

ATTENTION: You have approximately 5 minutes to enter your User ID & Password correctly. If you have not correctly entered it within that time frame, you will need to go back to the self registration email message you received from help@wisconsin.gov and click on the web link again.

User ID

Password

WARNING: This system is for authorized users only; system access is monitored. By using this system you expressly consent to this monitoring. Unauthorized use of, or access to, this system may subject you to criminal prosecution and penalties.

Login

[Forgot your password?](#)

[Request a Wisconsin User ID and Password](#)

STEP 8

You must now register with the NHI Portal file manager. To do this, provide your new Wisconsin User ID to Jamelle.Schlange@dnr.state.wi.us. DO NOT SEND YOUR PASSWORD. Please use the following phrase as the email subject line, **‘Please assign my Wisconsin User ID to the Pilot Project role on behalf of (organization) _____’**.

You will be notified within 3 working days about your access to the NHI Portal.